

Day-Use Conference Rates July 1, 2008 – June 30, 2012



Marconi Conference Center welcomes Day-Use meetings when space is available. Reservations cannot be accepted more than four months in advance. A 70% deposit, *Day-Use Conference Contract* and *B: Conference Order Form* secure your reservation.

Complete Day Meeting Package **\$75 per person** (plus Sales Tax) **includes:**

- ◆ a **private meeting building**, set-up to your specifications, from 8am to 5pm. This meeting building includes a pre-function area and patio;
- ◆ a **morning snack & beverage service** (8:00 am) of fresh brewed French Roast coffee (regular and decaffeinated), tea (regular and herbal), orange juice, a seasonal fresh fruit tray, pastries, and mini bagels with cream cheese;
- ◆ a **buffet lunch** served 11:30 am – 1:30 pm in the Redwood Dining Hall, with plenty of nutritious choices designed to refresh and rejuvenate your team;
- ◆ an **afternoon snack & beverage service** (2 pm) of fresh brewed French Roast coffee (regular and decaffeinated), tea (regular and herbal), an assortment of soft drinks and Crystal Geyser juices, a tray of crisp vegetables, chips & salsa and fresh-baked cookies;
- ◆ and your choice of **audio/visual equipment--** LCD Projector, document camera, DVD/VCR player with monitor, CD player, two easels with flip-charts, lectern and projection screen.

Additional Services

Additional services are available and will be billed at current Marconi Conference Center rates. See *Facilities & Rate Card*, *Snack and Beverage Menu*, *Beer and Wine Menu* and *Audio Visual Equipment List*.

Please note: A meeting space will be assigned, based on the number of conferees, approximately four weeks prior to the scheduled Conference Date. Additional meeting room hours will be billed at hourly rates—see *Facilities & Rate Card*. Special requirements will be considered based on availability and may be subject to surcharges.